

COURTROOM ETIQUETTE

Common courtesy and politeness are safe guides as to the way jurors should act. No juror will be permitted to read a newspaper or magazine in the courtroom. Nor should a juror carry on a conversation with another juror in the courtroom during the trial.

- , **Food or Drink** - No food, candy, gum, or drink is allowed in the courtroom.
- , **Smoking** - The Federal Courthouse in Abilene is a non-smoking facility. Smoking is allowed only outside.
- , **Parking** - Parking at meters around the courthouse building is prohibited. A government parking lot is located at North 3rd Street, between Mesquite and Walnut Streets (turn into the lot at the alley).
- , **Restrooms** - Restrooms are available on the 2nd floor, including one for wheelchair access. The ladies' restroom is to the right as you exit the courtroom; the men's restroom is to the left (by the elevator) as you exit the courtroom; the wheelchair access restroom is also to the right as you exit the courtroom.
- , **Electronic Devices** - No cameras, recording equipment, laptop computers, radios, TVs, or any other electronic equipment is allowed in the courtroom.
- , **Guns** - No guns are allowed in the courthouse, on any floor.



FOOD LOCATIONS

Vending machines are located in the basement of the federal courthouse building. Take the south elevator (by the men's restroom) and exit to the right once you reach the basement.

- , **McLemore-Bass** - 216 Pine É blue plate special, sandwiches, soups, old soda fountain
- , **Blue Plate Cafe** - 244 Pine (on the mezzanine in Under One Roof) É Delicious specialties, sandwiches, soups
- , **Huntington's Cafe** - 241 Pine É blue plate special, salads, sandwiches
- , **Schlotzsky's Deli** - 401 Pine (north of the courthouse) É Sandwiches, salads, soups, individual pizza
- , **Abilene Coffee Company** - 421 Pine (next to Schlotzsky's) É Sandwiches, salads, soups
- , **Cypress Street Station** - 158 Cypress É Excellent cuisine, house specialties
- , **Bogie's** - 241 Cypress É Specialty sandwiches, salads, soups
- , **McKay's Bakery** - 266 Cypress É Sandwiches, soups, delicious baked goods
- , **Subway** - 2nd Floor of First National Bank Building at 400 Pine É Sandwiches, salads
- , **Downtowner Quality Inn** - 505 Pine É Daily lunch buffet



CLERK'S OFFICE

The United States District Clerk's office will assist you with any questions you may have. The office is located directly across from the courtroom on the 2nd floor.

- , **Office Hours** - Regular office hours are 8:30 a.m. to 4:30 p.m.
- , **Telephone Number** - 915/677-6311 É Directions to jurors are given electronically after 5:00 p.m. by calling this number. Messages may also be left on the machine by calling this number after 5:00 p.m.
- , **Certificates of Attendance** - The Clerk's staff will provide you with certified certificates of attendance for jurors whose employers require verification of attendance.
- , **Rate of Pay** - You are paid a \$40.00 attendance fee for each day you are required to be in jury service. Mileage of 32.5¢ per mile is allowed from your home to the courthouse in Abilene. Pay will be received approximately 3 to 4 weeks after the last day of jury panel service.



NORTHERN DISTRICT OF TEXAS

The following counties are included in the Abilene Division of the Northern District of Texas.

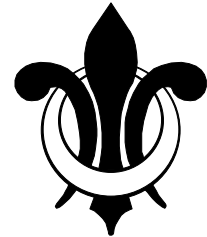
, **Callahan**
, **Eastland**
, **Fisher**
, **Haskell**
, **Howard**
, **Jones**
, **Mitchell**
, **Nolan**
, **Shackelford**
, **Stephens**
, **Stonewall**
, **Taylor**
, **Throckmorton**



U.S. District Court

P.O. Box 1218
Abilene, Texas 79604
915/677-6311
Fax: 915/677-6334

So You Are Serving as a Juror in Federal Court



Helpful Information